

INTERLAKE SCHOOL DIVISION

MINUTES OF THE POLICY COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION, HELD ON MONDAY, OCTOBER 6TH, 2014 AT THE DIVISION OFFICE, 192-2ND AVENUE NORTH, STONEWALL, MB.

COMMITTEE MEMBERS PRESENT

DORIS HUNTER (CHAIRPERSON), FRAN FREDERICKSON, SANDRA WIEBE, SALLY COOK

SENIOR ADMINISTRATION PRESENT

SUPERINTENDENT CHRISTINE PENNER
ASSISTANT SUPERINTENDENT WAYNE DAVIES

THE MEETING WAS CALLED TO ORDER AT 6:50 P.M.

1. **POLICY SENT FOR FEEDBACK:** THE COMMITTEE REVIEWED THE FEEDBACK RECEIVED FOR POLICY D-16 *RESPECT FOR HUMAN DIVERSITY*.

RECOMMENDATION: THAT POLICY D-16 *RESPECT FOR HUMAN DIVERSITY*, WITH MODIFICATIONS MADE BASED ON FEEDBACK THAT WAS RECEIVED, BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL. (ATTACHED)

ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES APPROVE POLICY D-16 *RESPECT FOR HUMAN DIVERSITY*, AS SUBMITTED.

2. **REFERENCES SENT FOR FEEDBACK:** THE COMMITTEE REVIEWED THE FEEDBACK RECEIVED FOR REFERENCES B-10 (R1) *RESPONSIBLE USE OF TECHNOLOGY FOR EMPLOYEES*, B-10 (R2) *RESPONSIBLE USE OF TECHNOLOGY FOR STUDENTS*, AND B-10 (R3) *DIGITAL CITIZENSHIP GUIDELINES*.

RECOMMENDATION: THAT REFERENCES B-10 (R1) *RESPONSIBLE USE OF TECHNOLOGY FOR EMPLOYEES*, B-10 (R2) *RESPONSIBLE USE OF TECHNOLOGY FOR STUDENTS*, AND B-10 (R3) *DIGITAL CITIZENSHIP GUIDELINES* BE PRESENTED TO THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES FOR APPROVAL. (ATTACHED)

ACTION REQUIRED: THAT THE INTERLAKE SCHOOL DIVISION BOARD OF TRUSTEES APPROVE REFERENCES B-10 (R1) *RESPONSIBLE USE OF TECHNOLOGY FOR EMPLOYEES*, B-10 (R2) *RESPONSIBLE USE OF TECHNOLOGY FOR STUDENTS*, AND B-10 (R3) *DIGITAL CITIZENSHIP GUIDELINES*, AS SUBMITTED.

3. **REFERENCE ICT-9 WEB PORTAL GUIDELINES:** THE COMMITTEE WAS PROVIDED A COPY OF THE NEW REFERENCE ICT-9 *WEB PORTAL GUIDELINES*. THIS REFERENCE WILL BE SENT TO ALL STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF FOUR WEEKS.
4. **REFERENCE SS SS-17 EAL PROTOCOL FOR SUPPORTING LANGUAGE LEARNERS:** THE COMMITTEE WAS PROVIDED A COPY OF THE NEW REFERENCE SS SS-17 *EAL PROTOCOL FOR SUPPORTING LANGUAGE LEARNERS*. THIS REFERENCE WILL BE SENT TO ALL STAKEHOLDERS FOR FEEDBACK FOR A PERIOD OF FOUR WEEKS.
5. **REFERENCE B-8 (R2) REIMBURSEMENT FOR DIVISIONALLY-APPROVED CONFERENCE/TRAVEL:** THE COMMITTEE REVIEWED PROPOSED CHANGES TO THE STRUCTURE OF REIMBURSEMENT CALCULATIONS FOR EMPLOYEE TRAVEL. FURTHER INVESTIGATION INTO THIS PROPOSAL WILL BE CONDUCTED.
6. **MINOR UPDATES:** THE COMMITTEE WAS PROVIDED AN UPDATE ON THE MINOR UPDATES THAT HAVE BEEN MADE TO THE FOLLOWING REFERENCES:
 - A. POLICY B-14 (R3-F2) PLAYGROUND INSPECTION WEEKLY CHECKLIST
 - B. POLICY B-14 (R3-F6) PLAYGROUND INSPECTION MONTHLY CHECKLIST (NEW)
 - C. REFERENCE C-4(R1) MIDDLE YEARS INTER-SCHOLASTIC HANDBOOK
 - D. REFERENCE SS RI-5 PROFESSIONAL DEVELOPMENT
 - E. REFERENCE SS RI-4 PROFESSIONAL LEARNING
 - F. FORM – SS SS-7(F4) SCHOOL SOCIAL WORK REFERRAL FORM
 - G. FORM – SS SS-7(F5) SCHOOL SOCIAL WORK GROUP REFERRAL FORM

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7. **JOB DESCRIPTIONS:** THE COMMITTEE WAS PROVIDED COPIES OF AMENDED JOB DESCRIPTIONS FOR HEAD MECHANIC AND SCHOOL BUS MECHANIC. THE JOB TITLE FOR THE CURRENT FLEET MANAGER JOB DESCRIPTION HAS BEEN UPDATED TO HEAD MECHANIC. THE SCHOOL BUS MECHANIC JOB DESCRIPTION HAS BEEN UPDATED TO REFLECT THAT THIS POSITION REPORTS TO THE HEAD MECHANIC.

8. **UPCOMING REVIEWS:** THE COMMITTEE DISCUSSED ITEMS POSSIBLY REQUIRING FUTURE CONSIDERATION:
 - A. ECIGARETTES – POLICY WILL HAVE TO BE WRITTEN TO ADDRESS THIS
 - B. UNISEX WASHROOMS – NO FURTHER ACTION REQUIRED
 - C. THEFT AND LOSS POLICY – THE INCLUSION OF A FEE FOR LOST KEY FOBS WILL NEED TO BE ADDRESSED IN POLICY/REFERENCE
 - D. ELECTRIC VEHICLES – NO ACTION REQUIRED AT THIS TIME
 - E. TRANSPORTATION SECRETARY/RECEPTIONIST JOB DESCRIPTION – DEFERRED FOR FURTHER DISCUSSION
 - F. SMUDGING – POLICY WILL NEED TO BE WRITTEN TO ADDRESS THIS. PROVINCIAL GUIDELINES HAVE BEEN PROVIDED TO SCHOOL DIVISIONS.

MEETING ADJOURNED AT 8:40 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER